



CITY OF HOUSTON

Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	Airport Operations Assistant
Posting Number	PN# 110545
Department	Houston Airport System
Division	Public Safety & Technology
Section	IAH – Control
Reporting Location	2800 N. Terminal Rd.*
Workdays & Hours	Shift work, including rotation, weekends and holidays*
	*Subject to change

DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS

Uses computer aided dispatch (C.A.D.) system as the primary mode of operation to perform communications and record-keeping duties relative to airport emergency service/public safety incidents. Utilizes handheld radio and radio dispatch console to dispatches Public Safety personnel to calls for service of reported incident(s). Monitors field unit activity. Determines appropriate unit(s) for dispatch and records unit transactions within geographical area of responsibility. Monitors field unit activities relative to status, location, existing conditions, etc. Determines best course(s) of action to respond to calls for service. Monitors access control systems to ensure the public, employees or tenants of the airport make no unauthorized access to Aircraft Operating Areas (AOA) and other security areas. Relays information and calls to appropriate personnel regarding Public Safety operations or airport emergencies. Provides on-the-job training to new dispatchers Operators. May be required to be "on call" during emergency situations.

WORKING CONDITIONS

Performing these duties will involve: operating city vehicles; walking and standing for extended periods; making visual observations and differentiating details; applying specialized information; attending to details amid distractions; dealing with people in tense situations; speaking and writing effectively; being outside during inclement weather; using two-way radios and lifting up to forty (40) pounds; and reacting quickly with dexterity and coordination. Must be willing and available to work all shifts, including rotation, weekends and holidays. Must be able to obtain and maintain security clearances.

MINIMUM EDUCATIONAL REQUIREMENTS

Bachelor's degree in Aviation Management, Airway Science, Criminal Justice, Law Enforcement, Public Administration, Business Administration, or related field.

MINIMUM EXPERIENCE REQUIREMENTS

No experience required. Para-professional or professional experience in an airport, security or emergency related field may be substituted for the education requirement on a year-for-year basis.

MINIMUM LICENSE REQUIREMENTS

Valid Class C Texas driver's license and compliance with city's policy on driving (AP 2-2).

PREFERENCES

Customer service experience working in a highly stressful environment, i.e., law enforcement, security, military, or emergency management office helpful. Some knowledge related to security activities and principles/procedures. Ability to communicate diplomatically and effectively, often in tense situations, with all levels of internal and external customers. Basic knowledge using office equipment and computer data entry skills including experience with MS Office suite. Experience conducting criminal history and background investigations, ink roll and scanner finger printing desired.

SELECTION/SKILLS TEST REQUIRED    The selection process will involve: application review; work sample exercise; and/or interview.

SAFETY IMPACT POSITION    ☒ Yes    ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 13	
\$989.00 - \$1,154.00 Biweekly	\$ 25,714.00 - \$30,004.00 Annually

OPENING DATE    MAY 17, 2006

CLOSING DATE    MAY 23, 2006

APPLICATION PROCEDURES

Only original applications, resumes and online submissions are accepted for Houston Airport System jobs, and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1<sup>st</sup> floor or for advanced consideration submit online at:

[www.fly2houston.com](http://www.fly2houston.com)

Our TDD (Telephone Device for the Deaf) phone number is 713.837.9471. Candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

"If you need special services or accommodation, please call 281/233-1515." The Houston Airport System Human Resources TDD phone number is 281/233-1862.

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